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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff

DATE: 26 November 1952

FROM : Chief, Coordination and Requirements Staff/PSO

SUBJECT: Personnel Data for Control Book

1. In the past there has been some difficulty in obtaining, for the Control Book, a correct monthly personnel breakdown from the divisions. It is requested that through your office we receive the following breakdown of personnel, thereby expediting the preparation of the Control Book.

a. The breakdown for each division, and each branch and section under that division, should include:

- (1) Total personnel
- (2) Number of employees on duty
- (3) Number of employees in process
- (4) Number of positions open (grades)
- (5) Total salaries
- (6) Regular hours worked
- (7) Overtime hours
- (8) Annual leave
- (9) Sick leave
- (10) Military leave

b. Where a staff exists for administrative purposes in the division or branch, a separate breakdown as shown above should be included.

c. As new operating units, e.g., administrative staff, branch, section, are set up, they will also be included in the monthly report under their respective division.

2. It will be greatly appreciated if the report is in the Office of the Chief, Coordination and Requirements Staff, by the 6th (sixth) day of each month and current through the last day of the preceding month.

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PSO/C&amp;RD/ERN:it (26 Nov. '52)

## Distribution:

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